

**YMCA OF CENTRAL AND NORTHERN WESTCHESTER**  
**CODE OF CONDUCT**

1. At no time during a YMCA program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should arrange themselves in a way that other staff can see them at all times.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including but not limited to:
  - a. Physical abuse - strike, spank, shake, slap;
  - b. Verbal abuse - humiliate degrade, threaten;
  - c. Sexual abuse - inappropriate touch or verbal exchange;
  - d. Mental abuse - shaming, withholding love, cruelty;
  - e. Neglect - withholding food, water, basic care, etc.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. All children are treated equally regardless of sex, race, religion or culture.
9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.
12. Staff must appear clean, neat and appropriately attired.
13. Using, possessing or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Use of tobacco in the presence of children or parents during working hours or while in uniform is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.

16. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Staff are not to transport children in their own vehicles.
20. Staff may not date program participants under the age of 18 years of age.
21. Under no circumstances should staff release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
22. Staff are required to read and sign all policies related to identifying, documenting and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
23. Staff members who choose to identify themselves on-line as employees of the YMCA or of a branch of the YMCA on personal webpages or in public forums must behave on-line in a manner that is in accordance with the tenets of this Code of Conduct.
24. Under no circumstance may a member of the staff post identifying information or photos of program children on their personal web page or any other public domain on the internet not authorized by the YMCA.
25. Staff shall not initiate contact with program children on-line in any manner, including (but not limited to) e-mail, instant messaging, personal web-pages and other public domains on the internet not authorized by the YMCA.
26. If a staff member is contacted by a program child, the staff member can choose to respond either by ignoring the overture or sending a brief reply indicating that on-line communication with campers is not allowed.
27. If a program child makes persistent attempts to contact a staff member on-line, the staff member will report such contact to their immediate supervisor or the camp director.

I understand that any violation of this Code of Conduct may result in termination.

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Employee Signature

Date